Virgin Islands Port Authority
Governing Board Meeting Actions List

April 20, 2016

Chaired by Roberto Cintron, P.E. – Board Chairman

St. Thomas, US Virgin Islands

Board Members

1. Roberto Cintron, PE, St. Croix Private Citizen – Chairman
2. Laurel Hewitt-Sewer, St. John Private Citizen – Vice Chair
3. José A. Penn, EDA Chairman – Secretary
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Claude E. Walker, Esq., Attorney General
6. Gustav James, Public Works Commissioner
7. Dr. Yvonne Thraen, St. Thomas Private Citizen
8. St. Croix Private Citizen *(Vacant)*
9. St. Thomas Private Citizen *(Vacant)*

Board Staff

1. Tonya Pickering, Internal Auditor

VIPA Staff Present

1. Carlton Dowe, Executive Director
2. David W. Mapp, Assistant Executive Director
3. Julice Harley, Chief of Staff
4. Donna Frett-Gregory, Chief Financial Officer
5. Dayna Clendinen, Director of Human Resources
6. Dale A. Gregory, Director of Engineering
7. Denise M. Mills, Director of Property Management
8. Nycole Thompson, Esq., Legal Counsel
9. Ava Penn, Crown Bay District Manager
10. Monifa Marrero Brathwaite, Public Information Officer

Finance Committee

No actions taken.

Property Committee

Alliance Aviation Fuels, Inc. - CEKA

Approved renewal of two leases for space at CEKA to operate as a Fixed Base Operator on 7,905 s/f at CEKA (4,921 s/f south to store fuel trucks and 2,984 s/f north for office trailer). Leases renewed for 15 years at $2 per s/f with a 5% increase or CPI – whichever is greater at year 3 & every 3 years. Investment requirement: $700K

Other fees:

- Fuel flow fee of $.04 per gal with $.0025 increase every 3 years/Aviation Tariff (whichever greater).
- Percentage of revenues for other services provided (5% catering, 5% rental car, 2.5% all other services).

Sun Stroke Sportswear dba Win Mill Sports Bar

Voted not to renew tenant's permit agreement for use of the Sugar Mill building at Crown Bay Center.

Projects & Operations Committee

Mechanized Passenger Lifts for HERA and CEKA

Approved the purchase of two Lift-A-Loft mechanized disabled aircraft passenger lifts – one for CEKA and one for HERA in the amount of $311,050. Funded via VIPA FY16 Budget.

Personnel Committee

Business & Policy Operations Analyst Position – Admin./Finance	Approved the hiring of a business and policy operations analyst for the Administration & Finance Department at a salary of $75K.
Office Manager Position – Marine STX	Approved the hiring of an office manager for the marine division on St. Croix.
Employee Performance Report Revisions	Approved revising VIPA's employee performance report to include a section to evaluate the time and attendance of an employee.

Executive Session

Senior Staff Attorney	Filled the position of Senior Staff Attorney.